



CITY OF ATLANTA

Job Announcement

INVESTIGATOR

STARTING SALARY: \$33,388

SALARY GRADE: 14

Applications Accepted From: May 22, 2006 until Vacancies are filled

Minimum Job Requirements*

Applicants for this position must have an Associate's degree in Business/Public Administration, Criminal Justice or related field; and two years of progressively responsible legal investigative experience or any equivalent combination of education, training and experience that provides the requisite knowledge, skills, and abilities for the job.

Licenses and Certificates*

Applicants must possess a valid Georgia driver's license at the time of appointment.

Duties of the Job:

This employee provides investigative legal services for the Security & Safety Division in the Department of Watershed Management. Duties include, but are not limited to: compile, organize, prepare and maintain an assortment of records, reports and information in an effective manner and according to office regulations; communicate effectively with supervisors, and other staff members; use independent judgment in routine and non-routine situations; utilize and understand computer applications and techniques as necessary in the completion of daily assignments; plan, organize and prioritize daily assignments and work activities; and, ability to comprehend and apply regulations and procedures of the courts. .

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street S.W., Suite 2120 Atlanta, GA 30303

Phone: (404) 330-6369 www.atlantaga.gov FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

APPLICANTS WHO MEET THE ABOVE REQUIREMENTS ARE PLACED ON THE ELIGIBLE REGISTER IN THREE CATEGORIES: QUALIFIED, WELL QUALIFIED, HIGHLY QUALIFIED.

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.

*Verification required prior to appointment.

5/22/2006

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